

Riverside Community College District
Facilities Working Group Meeting
*Thursday, September 26, 2019 – CAADO, Conference Room 334A
2:00p.m. – 3:30p.m.*

AGENDA

- I. Welcome and Call to Order
- II. Approval of Minutes
- III. Facilities Planning Updates
 - A. Master Project List/Calendar
 - B. Proposition 39 Projects
 - C. Scheduled Maintenance Projects
 - D. Facilities Master Plans
 - E. Cash Flow Projection – Measure C Project
 - F. 5 Year Capital Construction Plans
 - G. Capital Projects Status Report
 - H. Facilities Conditions Assessment (New)
 - I. Space Inventory (New)
 - J. Districtwide Renewable Energy “Solar” Initiative (New)
- IV. Maintenance and Operations Updates
 - A. Key/Access Control Upgrade - Update
- V. Other
 - A. District-wide Alternate Solution – Drinking water
 - B. District-wide Planning Initiatives
 - C. District/College Security and Alarms
 - D. Sustainability Projects
- VI. Meetings
 - A. Future Meeting Dates:
 - October 29, 2019 8:30-10:00am
 - November 18, 2019 8:30-10:00am
 - December 16, 2019 8:30-10:00am
 - January 27, 2020 8:30-10:00am
 - February 25, 2020 8:00-9:30am
 - March 23, 2020 8:30-10:00am
 - April 28, 2020 8:30-10:00am
 - May 25, 2020 8:30-10:00am
 - June 29, 2020 8:30-10:00am

FACILITIES WORKING GROUP

September 26, 2019 CAADO –
 Conference Room 334A
 2:00 p.m. – 3:30 p.m.

MEETING MINUTES

MEMBERS AND ATTENDEES:

Name	Title	Present YES/NO
Nathaniel Jones	Moreno Valley College - Vice President Business Services	NO
Robert Beebe	Moreno Valley College – Director of Facilities M&O	YES
Michael Collins	Norco College – Vice President Business Services	NO
Steven Marshall	Norco College – Director of Facilities M&O	YES
Chip West	Riverside City College – Vice President Business Services	NO
Mehran Mohtasham	Riverside City College – Director of Facilities M&O	YES
Martin Morozowsky	Riverside City College – Interim Assistant Director of Facilities M&O	YES
Majd Askar	District – Director of Business Services	NO
Hussain Agah	District - Associate Vice Chancellor, FPD	YES
Bart Doering	District – Facilities Development Director	YES
Myra Nava	District – Facilities Planning Specialist, Support Services	YES
Janna Accomando	District Facilities Planning Specialist, Accounting	YES
Evelyn Ault	District – FPD (Recorder)	YES

I. CALLED TO ORDER

A. By Hussain Agah

II. APPROVAL OF MINUTES

1. Motion to Approve August 29, 2019 Meeting Minutes by Mohtasham. Second by Beebe.

III. FACILITIES PLANNING UPDATES

A. Facilities Master Plans Updates

1. **MVC:** college’s facilities master plan has been BOT approved in June 2019. College is working on the educational and facilities master plan final report received from DLR Group and their sub ALMA Strategies. It will be taken through the shared governance process and potentially to the October 2019 BOT for approval. MVC’s due date has been extended to the end of the year.
2. **NC:** college’s facilities master plan has been BOT approved in June 2019 with comments (removing students housing and middle college). The master plan is under review by the college and final report will be submitted in December for information only.

3. **RCC:** In September 2019, college has reengaged Gensler to update 2018 FMP to provide Phase (I) and (II) projects with programming requirements and develop projects budgets. First programming meetings have been scheduled in early October 2019.

ACTION:

- None

B. Cash Flow Projection for Future Measure C Projects

1. No Update

ACTION:

- None

C. Five (5) Year Capital Construction Plans

1. FP&D will begin working with the colleges in November or December 2019 to determine next year's strategies. The 5Yr CCP will align with college's FMPs. Last year the District worked with Alma Strategies and Facilities Planning & Consulting. It is recommended that we work with one consultant.
2. The new Director, Capital Planning for Facilities Planning & Development will take the lead on the 5Yr CCP for the 2022-2026 reporting year.

ACTION:

- None

D. Space Inventory

1. Nava stated the Space Inventory information is being entered into FUSION, the due date is November 1, 2019.
2. Agah stated the BCTC Training Center received the approval for the letter of intent (LOI) from the State Chancellor's office and enrollment's project methodology from DOF. Alma is working on the need assessment. Nava went to BCTC to capture the space inventory, entered the information into FUSION and provided the information to Alma. Agah stated that when BCTC Center Status gets approved, the site will be eligible for Scheduled Maintenance funding, operational and Capital Outlay.

ACTION:

- Nava will send the final Space Inventory report to the colleges by early the week of September 30, 2019
- The colleges will request the President's signature on the certifications. Nava will then obtain Brown's signature.
- Nava will include BCTC Training Center in the Space Inventory submissions

E. Five (5) Year Scheduled Maintenance

1. Nava stated the 5 Year Scheduled Maintenance Plans are ready and are in FUSION. If there are no objections from the colleges the plans will be submitted on Friday, September 27, 2019. That will conclude the work on the 5 Year Plan.

ACTION:

- None

F. Facilities Conditions Assessment

1. Agah stated that the facilities conditions assessment built in FUSION is outdated and hard to track and manage, and the District is looking for different solutions.
2. Beebe stated that CANNONDESIGN FCA solution presented to us, or similar, will be a good tool to manage the college DM, SM, capital projects.

G. RCCD Potential Student Housing

1. Agah stated a proposal was submitted to the City of Riverside for potential student housing near the new library. RCCD is the only proposal for the project under the P3 arrangement with a developer called Overland Pelican Riverside (OPR). OPR submitted the proposal to the city. If the District is selected there will be a market study to determine how many beds will be needed district-wide, and what would be the best rent price for students. The student housing will be for all three colleges. The City interview occurred on August 28, 2019. There are no new updates at this time.

H. Board/Administrative Policies

1. Agah and Brown met with General Council (Patrick Pyle) to review the second draft of the BP/AP for Land Use Development, Public Private Partnership and Real Estate Management.

I. Staffing Support

1. Recruitment for FP&D's Director, Capital Planning: HRER is working with the committees to schedule first and second level interviews. The goal is to have the position approved at the November BOT.

J. Sustainability Initiatives

1. CCCC'O BOG Policy:
 - i. Agah shared the California Community College Chancellor's Office Board of Governors: Climate Action, Sustainability Policy includes Renewable energy, LEED Certified Building, Carbon Neutrality, Energy Conservation Measures, Waste Management, Recycling, etc.
2. Solar Planning Initiative:
3. Agah stated that the Chancellor's direction is to move forward with Solar Planning Initiatives and do it districtwide. A Solar Planning Committee is being formed to include Faculty and students from all of the colleges.

K. Total Cost of Ownership

1. Agah stated that the district will be working with the college to develop a TCO prototype that will be applicable to all of the colleges. The TCO prototype is a requirement for Accreditation as well as for the Bond. It will capture all utilities, maintenance, custodial and grounds.

L. Long-Term Capital Facilities Program

1. Agah has met with the college VPs to review the Long Term Capital Facilities Program (LTCFP) document for feedback. The document is scheduled to go through several shared governance processes: DBAC (District Budget Advisory Council), DSPC (District Strategic Planning Council), and Chancellor's Cabinet. It will then be presented to the November 2019 BOT.
2. The LTCFP will include the following strategic facilities planning initiatives:
 - i. Sustainability Plan (SP) – Districtwide
 - ii. Aerial Topography Mapping Survey (ATMS) – College-specific
 - iii. Underground Utilities Mapping and Conditions Assessment (UMCA) and Infrastructure Program (UIP) – College-specific

- iv. Integrated Energy Plan (IEP) – College-specific
- v. Owner Program Requirement (OPR), District Standards (DS), and Colleges Building Design Guidelines (CBDG) – Districtwide with College-specific
- vi. California Environmental Quality Act (CEQA) Campus Program Environmental Impact Reports (EIR) – College-specific
- vii. ADA Transition Plan, Accessibility Compliance and Wayfinding College-specific
- viii. Information Technology Infrastructure Plan (ITIP) – Districtwide with College-specific
- ix. Safety and Security Plan (SSP) – Districtwide with College-specific
- x. Comprehensive Facilities Conditions Assessment (FCA) –College-specific
- xi. Project Management Information System (PMIS)
- xii. Procurement Strategies and Project Alternative Delivery Systems Assessment

IV. PROJECT UPDATES

A. Master Projects List/Calendar

1. FP&D and Purchasing are discussing the viability of changing the procurement numbering format. The proposed change will enable a project to be tracked in its entirety even when crossing fiscal years, will identify the college that the project is for, and different procurements (contractor classification/professional services) for the project. The current bid numbers are sequential based on the fiscal year, which makes it hard to track for multi-year capital outlay project. Nava has not received formal confirmation from Purchasing regarding the outcome. Nava sent an email requesting information.
2. Nava stated the new Veterans Resource Center Capital Project Summary form was received. The form requires some modifications then it will be added to the Master List. That is the only form received since the last Facilities Working Group meeting on August 29, 2019.

ACTION:

- Nava will send the colleges an email once she receives information from Purchasing regarding the new bid number format.

B. Proposition 39 Projects Updates

1. Proposition 39 projects are officially done and closed out.

C. Capital Projects Status Report

Doering reported on the following:

1. RCC:

- i. RCC Greenhouse project: At DSA for approval. The project will be two phases and will have a separate Public Works portion that will be bid. New DSA requirements to review the greenhouse structure for accessibility will add cost to the project, FP&D is working with the architect to resolve the issue. FP&D is waiting for information from The KYA Group regarding the scope of work. FP&D wants to go back to DSA on October 10, 2019 to finalize the project, there will be a delay if The KYA Group does not respond.

ACTION:

- Doering will continue to work with the architect regarding the new DSA requirement
- Doering will get the final project scope of work from The KYA Group

2. MVC:

- i. Student Services Welcome Center project: The plans are at DSA and might be back earlier than expected and possibly approved in the middle of January 2020. The CEQA document

is done and will go to the November 19 BOT. The CEQA document has to be ready before DSA.

ACTION:

- Doering will work on the SWPPP

- i. BCTC Platform: The project is out to bid and is on schedule. The budget is still \$250,000 over the project estimate, Jones is waiting until the bids are open to make a decision on the budget.

ACTION:

- Jones will work on the project budget

- ii. BCTC Education Center Building (Phase I): Progress meetings will be held at the BCTC site every two weeks. The location for the project is tentative. The City of Riverside informed FP&D that the County of Riverside has to determine the exact location. The County is researching to determine the exact location and size of the roads.

ACTION:

- Doering will get costs for Topo and Geo surveys for both Phase I and II.

3. **Norco:**

- i. Veterans Resource Center project: Plans were submitted to DSA on May 13, 2019. DSA responded with comments on the Land Use Covenant (LUC) for additional soil testing. The college approved the additional cost amendment from Dudek, revised work plans have been prepared and submitted to DTSC for review/approval. The revised plans must be a part of the bid package. Dudek reported that no information has been received from DTSC. FP&D is waiting for the final cost for the parking and constructability review. The consultant has not put the information together yet and will try to send the review by Friday, September 27, 2019. Doering inquired about additional funding for the project, Agah stated there is \$1 million being re-allocated from Work Force Development for the project.

ACTION:

- File Initial Study and Mitigated Negative Declaration (ISMND) with the County of Riverside after the DTSC review/approval of the revised work plans is received.

- ii. Early Childhood Center Project: The College received a \$5.0 million State Grant to support the planning of the development of the ECEC at NC. Due to the lack of local funding by NC, the District/College issued an RFQ/P to solicit a P3 developer to design, build, finance, and operate. There were no results/no interest in the bid under the P3 process. The State Appropriation report identified \$5.0 million in Schedule (1) to support the planning and development of the center. RCCD Vice Chancellors reached out to the City Legislators. The Chancellor is still working on the situation. The Stokoe Center that is being considered for the ECEC was renovated many years ago and is still maintainable. In 2004 the District entered into a 40 year lease agreement for the space.

ACTION:

- NC and District will continue to find a resolution to the project and will coordinate/meet with DTSC to discuss the Child Care component.

D. Scheduled Maintenance Projects Updates

2. Doering:

- i. **MVC:** Accessibility, ADA Upgrades, Parking Lot B project: The Notice to Award has been issued for this project. The contractor will submit the final paperwork. A Notice to Proceed will be issued at that time.
- ii. **RCC:** During the closing process for RCC's ADA project #15 & #16 it was discovered that DSA will not return funds if a project construction cost is overestimated. If the construction cost is underestimated then the college has to pay the difference.
- iii. **NC:** ADA Scheduled Maintenance, Parking Lot B&D project: Notice of Award has been issued to Cinbad. Cinbad has requested the project be on hold until January 13, 2020 to allow for more time to prepare. NC accepted the change, it will be slower on campus at that time. Notice to Proceed will be processed near the end of December 2019.

ACTION:

- Doering will notify Marshall when contracts are done. Marshall will then set up a pre-construction meeting

3. Current outstanding projects:

- i. **MVC:** Elevator Modernization: Notice of Award will be issued. The process was delayed due to a problem with the purchase order. Notice to Proceed will be issued as soon as the documents are received. All MVC Scheduled Maintenance projects will be complete when the two Elevator Modernization projects are done. Remaining funds will be spent on the Fire Alarm system. MVC will be bidding the design for the Fire Alarm system. It is a DSA project and the Capital Project Summary form will be submitted after the bid.
- ii. **RCC:** Elevator Renovations: Went out to bid, the bids came in well above the project's budget. As a result one of the four elevator modernization has been eliminated. The college may go out to bid again for 16/17 using extra funds from the Parking ADA project; Math & Science and Nursing Boiler Replacement: These projects will be scheduled maintenance projects from 17/18. In 17/18 two of three elevators will be renovated. The college inquired about extra money to use for that project and will receive \$83,000 from 19/20 to be used for 17/18. It will go out to bid next week. 18/19 was started a couple of months ago for the ECS HVAC Replacement. The unit is scheduled to be replaced during the December holidays.
- iii. **NC:** Library Roofing project

ACTION:

- Agah stated Nava will reach out to the colleges about including the State Scheduled Maintenance status update for transparency.

4. Potential projects in 2019/20:

- i. Agah: The disbursement of \$375K State allocation for Schedule Maintenance allows for \$20,000 for NC to be used for elevator projects.

5. Agah addressed Morozowsky's requested for a budget allocation line added to the Project Status Update form to tie into the fiscal year. After reviewing the form it seems that none of the projects are Scheduled Maintenance projects. MVC and RCC ADA projects are no longer using Scheduled Maintenance funds.

E. Sustainability Projects

1. Mohtasham stated RCC has been approved to add eight EV Charging Stations on the campus for a total of eleven. There is also a request to add charging stations at the District office, a LEED building with certain criteria to maintain the certificate. Mohtasham recommended discussing this at the Parking Committee meeting before moving forward.

2. RCC is working to implement a wireless irrigation system that will eliminate labor hours and create more efficiency in maintaining the campus-wide irrigation system.

ACTION:

- RCC will provide survey results and reports to the VP of Business Services showing cost savings

V. MAINTENANCE AND OPERATIONS

A. Key/Access Control Upgrade – Update

1. Collins stated MVC is looking at the policy and it will be reviewed. In order to move forward all colleges VPs need to be in agreement. Data is needed regarding amount of doors, potential growth in the amount of doors. Agah has not received MVC's feedback yet.
2. Agah received feedback on the policy from West/Mohtasham.
3. Mohtasham discussed the board policy with Chief Gates. Chief Gates will discuss this at the next District Safety meeting and will reach out to all of the VPs regarding the policies.

ACTION:

- None

B. District/College Security and Alarms

1. All three colleges are updated and have been trained. Some follow-up training may occur later if needed.
2. Doering offered to receive information regarding updates.
3. Mohtasham is requesting extra training on the iStar panel from the vendor.

C. District-wide Alternate solution – Drinking Water

1. The Chancellor is requesting a filtered water system, the District is considering a bid for a districtwide water filtration system. If a bid process occurs it could include a machine that does coffee and ice as well as water. Askar inquired if the colleges want to get rid of the Sparkletts service and stated the reason not to do it is related to Risk Management, the bottles are heavy and could cause potential injury.
2. Marshall stated there are some locations without a water source to hook up a machine like that.
3. Askar requested an inventory of water solutions on the three campuses and provide a rationale regarding the need for water system at the colleges.
4. There are no updates on the subject at this time. Mohtasham believes Askar mentioned the process will take a year to complete.
5. Askar will reach out to vendors for pricing.

D. Other M&O:

1. The team discussed options for HVAC Water Treatment and Street Sweeping

VI. OTHER

A. District Strategic Planning Council

1. Agah attended the DSPC meeting on August 29, 2019 as a guest. The Strategic Plan was approved by the committee at that meeting. Approximately 35 people were in attendance. The committee includes CTA, Faculty Association, CSEA, college Presidents, college VPs, some who

are members and some who are guests. The Strategic Plan was worked on for almost a year. Part of the planning is to develop 5 different areas. One area is Resources and under that is Facilities. The Chancellor wants to make all of the sub-committees shared governance that will include Faculty. It is still in the planning stages.

B. Parking/Traffic Study, RCC

1. Agah stated that RCC will conduct a parking utilization study at the downtown parking structure and Fox theater overflow parking to address staff and faculty parking capacity concerns.

C. Norco College Fuel Cell

1. NC has paid Doosan \$120,000 a year to maintain a Fuel Cell at the college and keep it running efficiently. Last year it missed the target emissions threshold. As a result, Southern California Edison (SCE) ended the incentive plan at a loss of a large amount of money. Doosan is responsible for compensating the District if the thresholds are missed, the previous year's emissions have been high as well. SCE has only one year left for the incentive plan and will probably not be able to capture \$350,000 in incentives.

ACTION:

- Agah and Marshall will review the contract and determine the next step

End of Meeting Minutes-